

3rd QUARTER FY04 AWARDS DATA CALL

(Note: The following is the most current information available at time of awards data call publication. Updated information will be provided as it becomes available.)

AWARD NAME	BRIEF DESCRIPTION OF AWARD	DATE DUE TO NAWCAD HRO FOR PROCESSING THROUGH APPROVAL CHAIN	APPROVAL PROCESS	
			AD/ECH 3	NAVAIR
CORPORATE OPERATIONS AWARD FOR TEAM EXCELLENCE	To recognize and award excellence in teams who make significant contributions and complex improvements to business operations within the Naval Air Systems Command (NAVAIR) organization.	ONGOING	1	2
WOMEN OF COLOR TECHNOLOGY AWARDS	The National Women of Color Technology Awards Ceremony helps identify exceptional women who are making outstanding contributions in their field. This celebration also provides role models for professional women and college students, and helps them with their career development.	05-03-04	1	2
OLD CROW AWARD	To recognize individuals and units that because of their outstanding performance, have furthered the aims of the Association of Old Crows in support of United States or allied Electronic Warfare (EW) and Information Superiority (IS).	04-16-04	3	4
AMERICAN INSTITUTE OF AERONAUTICS AND ASTRONAUTICS AWARDS	These awards recognize excellence and achievements in the fields of aeronautics, aerodynamics, astronautics, etc.	05-20-04	3	4
NAVAL AIR WARFARE CENTER AIRCRAFT DIVISION ARE COMMANDER'S AWARD REFERENCE: NAWCAD INST 12451.3A	This award is meant to recognize teams and individuals (military, civilian and contractors) who contribute to excellence and teamwork in the workplace. Awards are presented by the Commander, NAVAIRWARCENACDIV. Awards are presented during June "Employee Appreciation Month."	04-23-04	SUBMIT TO DIRECTOR HRO PAX RIVER (CO-LEAD NAWCAD PFG) FOR COORDINATION WITH THE PFG AND COMMANDER, NAWCAD	NA

Approval Process Legend

AD/ECHELON 3		NAVAIR	
CM LEVEL 1 LOCAL HRO/PAXHRO FOR AD AREA COMMANDER HRO PAX AIR CM LEVEL 1/DESIGNEE CDR, NAVAL AIR SYSTEMS COMMAND HRO PAX	1	AIR CM LEVEL 1/DESIGNEE/EQUIVALENT HRO PAX CDR, NAVAL AIR SYSTEMS COMMAND HRO PAX	2
CM LEVEL 1 LOCAL HRO/PAXHRO FOR AD AREA COMMANDER HRO PAX AIR CM LEVEL 1/DESIGNEE CDR, NAVAL AIR SYSTEMS COMMAND HRO PAX DARP	3	AIR CM LEVEL 1/DESIGNEE/EQUIVALENT HRO PAX CDR, NAVAL AIR SYSTEMS COMMAND HRO PAX DARP	4
CM LEVEL 1 LOCAL EEO	5	AIR CM LEVEL 1/DESIGNEE/EQUIVALENT EEO – HRO PAX	6
CM LEVEL 1 PAX HRO	7	AIR CM LEVEL 1/DESIGNEE/EQUIVALENT PAX HRO	8



DEPARTMENT OF THE NAVY
NAVAL AIR SYSTEMS COMMAND
RADM WILLIAM A. MOFFETT BUILDING
47123 BUSE ROAD, BLDG 2272
PATUXENT RIVER, MARYLAND 20670-1547

IN REPLY REFER TO

NAVAIRINST 12451.2
AIR-7.0
28 Jul 03

NAVAIR INSTRUCTION 12451.2

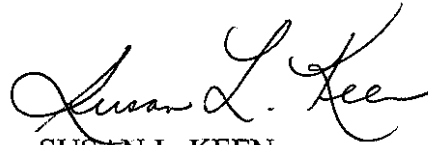
From: Assistant Commander for Corporate Operations

Subj: CORPORATE OPERATIONS AWARD FOR TEAM EXCELLENCE

Encl: (1) Nomination Request for Corporate Operations Award for Team Excellence

1. Purpose. To establish policy, issue the framework and guidelines, and mechanize procedures for the Assistant Commander of Corporate Operations (AIR-7.0) to recognize and award excellence in teams who make significant contributions and complex improvements to business operations within the Naval Air Systems Command (NAVAIR) organization.
2. Scope. This instruction applies to NAVAIR teammates participating on teams furthering the Corporate Operations mission, goals, and objectives. Worthy team initiatives assure critical expertise/talent is identified and delivered; aggressively innovate and leverage information systems/technologies across NAVAIR, the Department of Navy (DON) and Department of Defense (DoD); align nationally and champion strategies for communicating the value and relevance of NAVAIR; drive NAVAIR's 'Business Competence' Development and Sustainment; or balance efficiency and effectiveness with risk/compliance in pursuing business transformation initiatives. Qualified teams achieve Business Operations excellence that ultimately enable fulfillment of NAVAIR's Promise to the Warfighter.
3. Background. The NAVAIR Command encourages on-going and active recognition and documentation of our employees' achievements through a fair and equitable awards program. The awards program currently includes various formal and informal, individual and team awards as the Command's means to recognize and distinguish its top performers. AIR-7.0 fully embraces this concept of continual awards and recognition. As a result, the *Corporate Operations Award for Team Excellence* is established to recognize noteworthy achievements accomplished by teams in support of the Corporate Operations mission.
4. Selection Criteria. All civilian and military personnel within NAVAIR teams are eligible to be considered for this award. The criteria for selection will include exceptional accomplishments made by teams and are designed to recognize team contributions that most significantly support the Corporate Operations mission, goals, and objectives. This award is a distinguished Competency honorary award. Individual award recipients receive an official *Corporate Operations Award for Team Excellence* memento with an embedded NAVAIR coin to commemorate their accomplishments.

5. Responsibilities and Procedures. Anyone can nominate teams for the *Corporate Operations Award for Team Excellence* by completing enclosure (1), and submitting the request to the Assistant Commander for Corporate Operations (AIR 7.0) via the Resources and Development Staff Office (AIR-7.0C).



SUSAN L. KEEN
Assistant Commander for Corporate
Operations

NAVAIRHQ Directives: All NAVAIR directives can be found on
<http://directives.navair.navy.mil> or locally on <https://wingspan.navair.navy.mil>

28 Jul 03

Nomination Request for
Corporate Operations Award for Team Excellence

1. Team Name:

2. Type of Team (please check one):

- ☐ Integrated Product Team
- ☐ Externally Directed Team
- ☐ Enterprise Team
- ☐ Product Support Team

3. Team Members:

4. Team Achievement/Contribution:

5. Nomination submitted by:

Name:

Competency/Organization:

Command Business Unit:

Phone number:

Team Leader Name:

Phone #:

Approved: _____ Date: _____

Enclosure (1)



A Multicultural Event

**National Women of Color Technology Awards
Nomination Form**

2004

Atlanta, GA
October 28–30, 2004

Deadline for entry:
June 14, 2004

WHAT'S IT ALL ABOUT?

From the beginning, the National Women of Color Technology Awards Conference and its official publication, *Women of Color Conference Magazine*, have been popular vehicles for companies to locate and attract successful women in technology. Hundreds of companies have reached thousands of female students and professionals of all ages, who look forward each year to learning of their colleagues' success.

Among the many fine people in your company, we know there are special women of color who are engineers, scientists, technologists, officers, and managers, whose accomplishments make them candidates for recognition.

So tell us about the outstanding women in your company by completing and returning the nomination form.

WE WANT TO KNOW!

Is there an Outstanding Woman in your company who should be featured in our magazines and recognized at the National Women of Color Technology Awards Conference?

The National Women of Color Technology Awards Conference celebrates the superior achievements of minority women. Recognizing the accomplishments of women leaders in the fields of technology, engineering, science, and math, the National Women of Color Technology Awards Conference provides encouragement and promotes educational opportunities for aspiring professional women in these fields.

The National Women of Color Technology Awards Ceremony helps identify exceptional women who are making outstanding contributions in their field. This celebration also provides role models for professional women and college students, and helps them with their career development.

AWARDS CATEGORIES AND PAST WINNERS

TECHNOLOGIST OF THE YEAR

This winner fits the Selection Panel's idea of a Role Model whose achievements are so significant they transcend categorical recognition. Any category's Top Candidate could be Technologist of the Year, but the overall winner must not only work at technology's cutting edge but be a performer whose activities and attainments effectively cause her company to rethink its whole approach to dealing with minorities. This candidate affects product lines and profit lines, and her success is reflected in the high regard of her corporate superiors, knowledgeable insiders, and community leaders. She is a mentor for others and a leader for her company and her community, demonstrating the benefits of truly opening up the workplace to women of color.

2003 Award Winner:

Vallerie Parrish-Porter – Hewlett-Packard Company

CAREER ACHIEVEMENT

A person who exemplifies sensitivity as well as managerial excellence, a career professional whose growth means increased responsibilities for herself but whose work also sharpens her company's focus on the strategic value of technology tools.

2003 Award Winners:

Charlotte Lin, Ph.D. – The Boeing Company

Cynthia M. Williams – General Motors Corporation

COMMUNITY SERVICE

Here is a person who comes up with innovative ways to improve the minority community's access to technology, to dramatically improve educational attainment and open up new access to careers for minority youth.

2003 Award Winners:

Denise Christopher-Millner – Northrop Grumman Corporation

Kay L. Darden-Ramsey – General Motors Corporation

CORPORATE RESPONSIBILITY

A major innovator in the delivery of benefits to underrepresented communities through corporate largess. This candidate uses both managerial skills and persuasive arguments to greatly bolster the corporate resolve to move mountains on behalf of community improvement. Through her work, her corporation makes major commitments to provide technology tools and educational services for minority youth and adults, and to put budgetary backbone into community development efforts. This person may be a corporate officer developing new support programs for education or community development. She may have managed the opening of technology centers, brought new benefits to existing centers, or opened new business opportunities for women-owned or minority-owned contracting firms.

2003 Award Winner:

Isabella A. Bejarano, P.E. – Parsons Brinckerhoff
Quade & Douglas, Inc.

EDUCATIONAL LEADERSHIP

A person who, either as a teacher and mentor for others or as an organizer or originator of educational programs, serves as a bridge to help other women succeed in science and technology.

2003 Award Winner:

Jasvinder Chaney – Electronic Data Systems

MANAGERIAL LEADERSHIP

A person whose accomplishments in leading and managing a laboratory, a company, or a significant part of a technology enterprise make her a standout. The committee is looking for a person whose career choices serve as an example to women looking to move beyond what are considered traditional roles for women.

2003 Award Winner:

Katherine M. Tamer – United Space Alliance

NEW MEDIA LEADERSHIP

A person working in Internet media who has developed a driving role in either the development of new technology, the management of technical facilities, or the promotion of technology development.

2003 Award Winners:

Nancy L. Ball – General Motors Corporation
Belinda A. Hankins – America Online, Inc.

RESEARCH LEADERSHIP

A person working in research and development who is a consistent leader in discovering, developing, and implementing new technologies. Her effects radiate out into the product line, changing the way in which people live and work.

2003 Award Winner:

Allisa Gam – DuPont

PROFESSIONAL ACHIEVEMENT

A highly experienced, mid-career professional who has made significant achievements in her chosen career path. Here, the specific degree earned is less relevant than the significance of the work and the nominee's achievements as a role model and leader for others in her field.

2003 Award Winners:

Sandra R.H. Cole – The MITRE Corporation
Lisa J. Wicker – DaimlerChrysler Corporation

STUDENT LEADERSHIP

A student pursuing either undergraduate- or graduate-level studies who demonstrates a high level of competence but also a creative verve. The winner here not only has the grades, she helps to pull others along as well.

2003 Award Winner:

Dawn J. Bennett – Sandia National Laboratories

TECHNICAL INNOVATION

A person who invents a new product, device, or process; leads technology development teams; or who develops new ways to use the product or process, and serves as a stereotype-breaking role model for women in technology. Subcategories may include Business Innovation, Government Innovation, and Student Innovation.

2003 Award Winners:

Maria Azua – IBM Software Group
Shital M. Shah – Corning Incorporated



A Multicultural Event

National Women of Color Technology Awards
Nomination Form

2004

Nomination Form

I am personally acquainted with the nominee. I hereby endorse the nomination.

Nominator's Name _____

Title _____

Organization _____

Address _____

City _____ State _____ Zip _____

Telephone _____ Fax _____

E-mail _____

Signature _____

Person responsible for compiling nomination package:

Preparer's Name _____

Title _____

Organization _____

Address _____

City _____ State _____ Zip _____

Telephone _____ Fax _____

E-mail _____

Signature _____

Nominee's Name: _____

Home Address _____

City _____ State _____ Zip _____

Home Telephone _____ Fax _____

Title _____

Organization _____

Business Address _____

City _____ State _____ Zip _____

Business Telephone _____ Fax _____

E-mail _____

Principal Job Function _____

Years of Professional Experience _____

Organizations to which nominee belongs _____

Please Check One: ☐ Career Achievement ☐ New Media Leadership
☐ Community Service ☐ Research Leadership
☐ Corporate Responsibility ☐ Professional Achievement
☐ Educational Leadership ☐ Student Leadership
☐ Managerial Leadership ☐ Technical Innovation

In all categories, letters of recommendation from managers and executives within the hierarchy of the nominee's place of employment weigh heavily in the committee's consideration of the impact of the nominee's achievements.

Descriptions of the scope of the nominee's responsibilities, effect of the achievements on the company or facility, breadth of community outreach activities, and effect on other minorities seeking science and technology careers are very important. Letters describing responses by community leaders and other interested parties to the nominee's activities and achievements also will be considered.

Please include the following:

1. Cover letter
2. Current biography or resume
3. Full job description or curriculum vitae
4. Papers and articles by and about the nominee
5. Letters of recommendation
6. Recent photograph in color and in black and white (contextual, action shots preferred)
7. Other supporting materials

☐ I am interested in attending the National Women of Color Technology Awards Conference in 2004. Please send me additional information.

If you wish to make additional nominations, please duplicate this form, and send to:

Career Communications Group, Inc.
Attn: Women of Color Nominations
729 E. Pratt Street, 5th Floor
Baltimore, MD 21202

We will keep your nomination on file for two years. Nominees may be considered for future CCG events, including:

The Women of Color Emerald Honors
The Black Engineer of the Year Awards

Deadline for entry:
June 14, 2004

Conference Dates:
October 28-30, 2004

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TO RUCBCLF/COMFLTFORCOM NORFOLK VA//N75/N02C//
RHMFIUU/COMUSNAVEUR LONDON UK//N3/N9//
RHHMHAA/COMPACFLT PEARL HARBOR HI//N339/N3DC//
RHRVAKS/COMUSNAVCENT//N2/N3//
RULKSD/COMNAVSECGRU FT GEORGE G MEADE MD//N3/N6//
INFO RHBPPAB/COMSECONDFLT
RHVSQUE/COMTHIRDFLT
RHRVAKS/COMFIFTHFLT
RHRRQJQ/COMSIXTHFLT
RHOVVKG/COMSEVENTHFLT
RUCOSSA/COMNAVAIRLANT NORFOLK VA//N3//
RUWFEEA/COMNAVAIRPAC SAN DIEGO CA//N3//
RUCBTFA/COMNAVSURFLANT NORFOLK VA//N3//
RUWDEAA/COMNAVSURFPAC SAN DIEGO CA//N3//
RUCBKMC/COMSUBLANT NORFOLK VA//N3//
RHHMDBA/COMSUBPAC PEARL HARBOR HI//N3//
RULSFAN/COMNAVAIRSYS COM PATUXENT RIVER MD//N3//
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RUCBPAT/COMPATRECONFORLANT NORFOLK VA//N3//
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SUBJ/2004 ASSOCIATION OF OLD CROWS (AOC) INDIVIDUAL AWARD
/NOMINATIONS CHANGE ONE//
REF/A/RMG/CNO WASH DC/061615ZFEB2004//
AMPN/REF A IS ANNUAL AOC INTERNATIONAL EW TECHNICAL SYMPOSIUM
CALL
FOR 2004 AWARD NOMINATIONS.//
POC/S. DOHL/CDR/OPNAV N61412/LOC:WASH DC/TEL:(703) 601-1447
/TEL:DSN: 329-1447/EMAIL:STEVEN.DOHL(AT)NAVY.MIL//
POC/R. PUTZER/CIV/OPNAV N6141C1/LOC:WASH DC/TEL:(703) 601-1493
/TEL:DSN: 329-1493/EMAIL:ROBERT.PUTZER(AT)NAVY.MIL//
RMKS/1. FOR ACTION ADDEES: REQUEST DISSEMINATION TO SUBORDINATE
COMMANDS. **NOMINATIONS FOR THE 2004 AOC INDIVIDUAL AWARDS MUST BE
SUBMITTED DIRECTLY TO THE AOC TO ARRIVE NLT 14 MAY 2004 VICE 1
AUG**
2004 AS PROMULGATED BY REF A.
2. THE AOC SELECTS ALL INDIVIDUAL AWARD RECIPIENTS. INDIVIDUAL
AWARDS INCLUDE THE AOC GOLD MEDAL FOR OUTSTANDING
ADVANCES/CONTRIBUTIONS IN EW/IO, THE CLARK FIESTER C2W AWARD FOR
ACHIEVEMENT IN DEVELOPMENT OF C2W STRATEGIES OR SYSTEMS, THE J.W.
KEARNEY PIONEER AWARD FOR CONTINUOUS PARTICIPATION IN EW/IO, AND
THE
DEFENSE INFORMATION WARFARE AWARD FOR SIGNIFICANT ADVANCES IN THE

DEVELOPMENT/APPLICATION OF TECHNOLOGIES WHICH PREVENT
UNAUTHORIZED
ACCESS TO INFORMATION. IN ADDITION TO THESE AWARDS, INDIVIDUAL
AWARDS WILL BE PRESENTED FOR OUTSTANDING PERFORMANCE IN THE
FOLLOWING AREAS: BUSINESS DEVELOPMENT, DEFENSIVE IW
COMMUNICATIONS,
DIRECTED ENERGY, EO/IR, EXECUTIVE MANAGEMENT, INFORMATION
OPERATIONS, EW/IO INTEGRATED PRODUCT TEAM PERFORMANCE, ISR,
INTERNATIONAL ACHIEVEMENT, JOINT SERVICE, LOGISTICS, MAINTENANCE,
MANAGEMENT, MODELING AND SIMULATION, NAVIGATION WARFARE,
OFFENSIVE
IW, OPERATIONS, PSYCHOLOGICAL OPERATIONS, RF APPLICATION,
RESEARCH
AND DEVELOPMENT, TEST AND EVALUATION, AND TRAINING.

3. SUBMIT INDIVIDUAL AWARD NOMINATION PACKAGES TO: AWARDS
CHAIRPERSON, THE ASSOCIATION OF OLD CROWS, 1000 NORTH PAYNE ST.,
PAGE 04 RUEWMCS0482 UNCLAS
ALEXANDRIA, VA 22314-1696, FAX (703) 549-2589. NOMINEES FOR
INDIVIDUAL AWARDS (EXCEPT FOR THE PIONEER AWARD) MUST BE ACTIVE
AOC
MEMBERS. DO NOT SEND INDIVIDUAL AWARD NOMINATIONS TO CNO.

4. THE AOC POINT OF CONTACT IS ANDY VITTORIA, AOC HEADQUARTERS
OFFICE, COMM (703) 549-1600, FAX (703) 549-2589.//

BT
#0482
NNNN

AIAA Award

One of the primary responsibilities of a professional society is to regularly and conscientiously survey its technological realm, identify those practitioners in its arts and sciences who have made notable and significant contributions, and to honor in public ceremony those so identified with symbols of acclaim and esteem. AIAA proudly maintains its responsibility in this regard through its Honors and Awards Program.

Call for Nominations

Recognize the achievements of your colleagues and nominate them for an AIAA Award!! AIAA is currently accepting nominations for the following awards with a **1 July deadline**:

Aerospace Contribution to Society Award is presented for a notable contributions to society through the application of aerospace technology to societal needs.

Aerospace Software Engineering Award is presented for outstanding technical and/or management contributions to aeronautical or astronautical software engineering. (Presented odd-years)

Computer-Aided Engineering and Manufacturing Award presented in 1988 to an individual who has conceived, defined, or developed an original concept leading to a significant advancement in the use of interactive computer graphics for conceptual design, computer imagery, or computer-aided design and computer-manufacturing. (Presented odd years)

Digital Avionics Award is presented to recognize outstanding achievement in technical management and/or implementation of digital avionics in space or aeronautical systems, including system analysis, design, development or application. (Presented odd-years)

Elmer Sperry Award commemorates the achievements of Dr. Sperry by seeking to encourage progress in the engineering of transportation. The award is given in recognition of a distinguished engineering contribution, which through application proved in actual service has advanced the art of transportation whether by land, sea, or air.

Excellence in Aerospace Standardization Award is presented to recognize contributions by individuals that advance the health of the aerospace community by enabling cooperation, competition, and growth

through the standardization process.

F. E. Newbold V/STOL Award is presented to recognize outstanding creative contributions to the advancement and realization of powered lift flight in one or more of the following areas: initiation, definition and/or management of key V/STOL programs; development of enabling technologies including critical methodology; program engineering and design; and/or other relevant related activities or combinations thereof which have advanced the science of powered lift flight.

Faculty Advisor Award is presented to the faculty advisor of a chartered AIAA Student Branch, who in the opinion of student branch members, and the AIAA Student Activities Committee, has made outstanding contributions as a student branch faculty advisor, as evidenced by the record of his/her student branch in local, regional, and national activities.

Gardner-Lasser History Literature Award is presented for the best original contribution to the field of aeronautical or astronautical historical non-fiction literature published in the last five years dealing with the science, technology, and/or impact of aeronautics and astronautics on society.

Haley Space Flight Award is presented for outstanding contributions by an astronaut or flight test personnel to the advancement of the art, science or technology of astronautics. (Presented odd years)

History Manuscript Award is presented for the best historical manuscript dealing with the science, technology, and/or impact of aeronautics and astronautics on society.

Information Systems Award is presented for technical and/or management contributions in space and aeronautics computer and sensing aspects of information technology and science. (Presented odd years)

Lawrence Sperry Award is presented for a notable contribution made by a young person to the advancement of aeronautics or astronautics. The nominee must be under 35 years of age on December 31 of the year preceding the presentation.

Losey Atmospheric Sciences Award is presented for recognition of outstanding contributions to the atmospheric sciences as applied to the advancement of aeronautics and astronautics.

Pendray Aerospace Literature Award is presented for an outstanding contribution or contributions to aeronautical and astronautical literature in the relatively recent past. The emphasis should be upon the high quality or major influence of the piece rather than, for example, the importance of the

underlying technological contribution. The award is an incentive for aerospace professionals to write eloquently and persuasively about their field and should encompass editorials as well as papers or books.

Space Processing Award is presented for significant contributions in space processing or in furthering the use of microgravity for space processing, (Presented even years)

Summerfield Book Award is named in honor of Dr. Martin Summerfield, founder and initial editor of the Progress in Astronautics and Aeronautics Series of books published by the AIAA. The award is presented to the author of the best book recently published by AIAA. Criteria for the selection include quality and professional acceptance as evidenced by impact on the field, citations, classroom adoptions and sales.

System Effectiveness and Safety Award is presented for outstanding contributions to the field of system effectiveness and safety or its related disciplines.

Wright Brothers Memorial Trophy Award, sponsored by the Aero Club of Washington, is presented for significant public service of enduring value to aviation in the United States and was established to honor the Wright Brothers annually.

All award nominations must be submitted on the AIAA nomination form. A summary of the nominee's accomplishments must accompany this nomination form. Additional pages may be used to provide the nominees justification, education, professional assignment, honors, etc. The nomination must be supported by a minimum of three and a maximum of five letters of endorsement. Nominations involving more than one individual should be combined. The submitted material should not exceed ten (10) pages.

To obtain a nomination form, [click here](#). If you have any questions, please contact Carol Stewart, Honors and Awards Liaison, at 703/264-7623 or via e-mail at carols@aiaa.org.

Guidelines on Submitting Nominations for National Awards

When submitting a nomination for an AIAA National award, please be certain to furnish all relevant information. The submitted material is the total case as it will be presented to the National Honors and Awards Committee.

You may download Word or PDF versions of the Award Nomination Form under the Honor & Awards section of the [Forms](#) page on the AIAA web site, which you can then print, complete, and mail to AIAA.

Nominations will be judged on the assessment of the importance and significance of the achievement(s) or the contribution(s) involved, with a specific evaluation of the extent and degree of success in its practical application. Nominations may be supported by three to five letters of recommendation. Include a citation of the achievement(s) or contribution(s) upon which the nomination is based. Please keep in mind that AIAA membership is required for nominees unless overriding conditions exist. Please note that all awards have specific deadlines. If fewer than three nominations are received, the award will not be presented for that year. All nominations for that year will be carried over to the following year.

For more information on AIAA's Honors and Awards program, please contact Carol Stewart, Honors and Awards Liaison, at 703/264-7623 or via e-mail at carols@aiaa.org.



American Institute of Aeronautics and Astronautics

Honors and Awards Program

Award Nomination Form

1. Specific award _____
2. Nominee(s) _____
Title _____ Organization _____
Address _____
City _____ State _____ ZIP code _____
Country _____ Postal code _____
E-mail _____ Phone _____ Fax _____
AIAA membership grade _____ Years of membership _____
3. Citation (*30 or fewer words*) _____

4. Reference names (maximum of five) with membership grades

grade _____ (optional) grade _____

grade _____ (optional) grade _____

grade _____
5. Nominator _____
Title _____ Organization _____
Address _____
City _____ State _____ ZIP code _____
Country _____ Postal code _____
E-mail _____ Phone _____ Fax _____
AIAA membership grade _____
Signature _____ Date _____

Please attach a one-page summary, no smaller than 10-point font, of the accomplishments/activities
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which serve as the basis for this award nomination. Also, please attach a current, complete résumé for the nominee. A minimum of three (3) and a maximum of five (5) letters of endorsement by AIAA members should be included to support this nomination. This nomination will be considered for a maximum of three years (the original year plus two subsequent years).

AIAA Honors and Awards

1801 Alexander Bell Drive, Suite 500 • Reston, Virginia 20191-4344 • Fax 703/264-7551

Web site: <http://www.aiaa.org>

OCT 10 2003

AREA COMMANDER'S INDIVIDUAL AWARD CRITERIA

1. Background. This award is meant to recognize individuals who contribute to excellence and teamwork in the workplace.
2. Description. The award is presented by the Commander, NAVAIRWARCENACDIV and will consist of a framed certificate and/or other appropriate informal recognition item(s). Military and contractor personnel may receive equal recognition.
3. Criteria. Consideration for the individual Area Commander's award shall be based on the following:
 - a. Individual effort and excellence that are directly related to the mission and represent an outstanding achievement in a specific problem area, or a breakthrough enabling mission accomplishment, or both. The achievement must demonstrate the individual's effort in overcoming difficulty to solve problems or develop methods to enhance the operational capability of new or existing systems.
 - b. Exceptional individual effort in promoting a positive work environment that demonstrates and enhances the principles of employee empowerment and ownership. Achievements can include but are not limited to development, accomplishment, or improvement of processes. They can be technical or non-technical, direct or support, tangible or intangible, site specific, intra-competency or inter-competency.
4. Procedures. Each year the Human Resources Department (HRD) will solicit nominations (generally during March of each year). Nominations will be submitted using enclosure (5). Complete Correct Name(s) and Rank(s) (as appropriate) should be included on the nomination form. Forms will be provided to the responsible competency manager or team leader for review and forwarding to a higher-level authority for approval. Electronic copies of approved nominations will be provided to the Director, HRD, AD 7.3, for coordination with the office of the Commander, NAVAIRWARCENACDIV. HRD will organize and coordinate an appropriate award ceremony with the Commander, NAVAIRWARCENACDIV. Awardees will be presented with a framed certificate and/or other appropriate informal recognition item(s).

Enclosure (2)

AREA COMMANDER'S TEAM AWARD CRITERIA

1. Background. This award is meant to recognize teamwork at the Commander, NAVAIRWARCENACDIV level.

2. Description. The award is presented by the Commander, NAVAIRWARCENACDIV. Military and contractor personnel may receive equal recognition.

3. Criteria. Consideration for this award shall be based on meeting all of the following:

a. Team effort and excellence that are directly related to the mission and represent an outstanding achievement in a specific problem area, or a breakthrough enabling mission accomplishment, or both. The achievement must demonstrate a team's effort in overcoming difficulty to solve problems or develop methods to enhance the operational capability of existing systems, or both.

b. Significant team achievements that enhance NAVAIRWARCENACDIV efforts by supporting fleet requirements or mission readiness. (Achievements can include, but are not limited to, development, accomplishment, or improvement of processes. They can be technical or non-technical, direct or support, tangible or intangible, site specific, intra-competency or inter-competency.)

c. Exceptional teamwork promoting a positive work environment that demonstrates and enhances the principles of employee empowerment and ownership.

d. Significant accomplishments in at least eight of the following.

- (1) The team works well toward its goal.
- (2) The team functions well together.
- (3) The team solves conflicts in a timely manner.
- (4) The team values input from all members.
- (5) Members foster honest, open, and forthright communication.
- (6) All team members contribute.
- (7) Members foster team cooperation.
- (8) The team is aware of its strengths and weaknesses and works to enhance the abilities of all members.

NAVAIRWARCENACDIVINST 12451.3A

OCT 10 2003

(9) Members have the knowledge of what other members are doing and develop the skills to fill in as needed.

(10) The team strives toward excellence.

4. Procedures. Each year the Human Resources Department (HRD) will solicit nominations (generally during March of each year.) Nominations will be submitted using enclosure (5), and will be forwarded to the responsible competency manager or team leader for review and forwarding to higher level authority for approval and coordination with the office of the Commander, NAVAIRWARCENACDIV. Electronic copies of approved nominations will be provided to the Director, HRD, AD 7.3, for coordination with the office of the Commander, NAVAIRWARCENACDIV. HRD will organize and coordinate an appropriate award ceremony with the Commander, NAVAIRWARCENACDIV. Awardees will be presented with a framed certificate and/or other appropriate informal recognition item(s).